



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-b, Sri Aurobindo Marg, New Delhi - 110 016

Local Duty Tour Approval /Staff Car Requisition

Name and Designation:

Name of Department/Project:

Place of Visit From To

Date and Time Date At

Purpose of Visit a) Attending Meeting/Seminar/Conference
.....

b) Any other urgent purpose (Specify the purpose)
.....

Type of Journey: Official/ Project
Name of the Project:

Signature of the applicant

Signature of Dept. Head/Sectional Head

Establishment Section

Undertaking for Staff Car Requisition: I have not/will not receive or claim any Travelling Allowances for the journey above, from any other sources.

Signature of the applicant

Vehicle In-charge / SO (GA)

Administrative Officer/ Registrar

Duty allotted and Confirmation Slip issued to:

Regret non-availability
